



TRAINING FOR EXISTING  
BUSINESS AND INDUSTRY  
and  
CONTINUING EDUCATION  
**SPRING 2010**

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**SHELTON STATE**

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C O M M U N I T Y C O L L E G E



# SHELTON STATE

COMMUNITY COLLEGE

## TRAINING FOR EXISTING BUSINESS AND INDUSTRY and CONTINUING EDUCATION

### SPRING 2010

#### TRAINING FOR EXISTING BUSINESS AND INDUSTRY

##### CUSTOMIZED TRAINING

Training for Existing Business and Industry (TEBI) offers **group rates** on the training programs listed in the current schedule. In addition, ***CUSTOMIZED TRAINING may be designed*** to meet specific company or organizational needs. Customized training is available upon request when and where needed and is tailored to meet the particular company needs. TEBI works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace.

Current customized training programs include the following:

- ▶ Computer Applications
- ▶ Industrial Maintenance Technology
- ▶ Forklift Safety
- ▶ Leadership & Supervision
- ▶ Workplace Spanish
- ▶ Welding
- ▶ Customer Service

#### CONTINUING EDUCATION

##### SKILLS TRAINING & PROFESSIONAL DEVELOPMENT

Skills Training classes are all job specific and job preparatory with most courses lasting three months or less. Certificates are received at the completion of courses that include training in computers, Microsoft applications, truck driving, and more. Many of the classes do not require a high school diploma or a GED to participate.

Professional Development programs offer Continuing Education units (CEU) upon successful completion of a course. For every 10 hours of participation, a student receives one CEU. The units are recorded on the college transcript, and a certificate is provided at the conclusion of each course where CEUs are earned. Programs include Real Estate and Real Estate Appraisal, Forestry, Nursing, and Turf Grass & Pest Control courses to maintain licensure.

##### MANUFACTURING TECHNOLOGY CUSTOMIZED COURSES

Principles of Industrial Maintenance  
Fundamentals of Industrial Hydraulics and Pneumatics  
Principles of Mechanical Measurements & Technical Drawing  
Preventive Maintenance  
Principles of Industrial Pumps and Piping Systems  
Principles of Industrial Environmental Controls  
Precision Machining Fundamentals I  
Industrial Wiring I  
Industrial Motors I  
Industrial Motors II  
Industrial Motor Controls I  
DC Fundamentals  
AC Fundamentals  
Principles of Industrial Maintenance Metal Welding  
and Cutting Techniques  
Introduction to Process Control  
Fundamentals of Electricity I  
Fundamentals of Electricity II  
Industrial Safety and Maintenance Techniques  
Applied Principles of Programmable Logic Controllers

**FOR NEW CLASSES OR POSSIBLE  
CHANGES, PLEASE CALL  
205.391.2386**

**OR VISIT OUR WEB SITE,  
[www.sheltonstate.edu](http://www.sheltonstate.edu).**

**Go to WORKFORCE OPPORTUNITIES  
and click on the drop down for  
SKILL TRAINING AND  
PROFESSIONAL DEVELOPMENT.**



Learn More



## **FORKLIFT OPERATOR SAFETY TRAINING**

1 session

Cost: \$150

A training seminar lasting approximately eight hours consists of (1) an up-to-date safety video complete with handbooks, (2) a review of each section covered in the handbook, (3) a written test, and (4) an actual hands-on demonstration conducted onsite at your location.

All employees completing the seminar will receive a certificate and operator's license. To register, contact Training for Existing Business and Industry at 205.391.2434.

## **2003 ICC PLUMBING CODE COURSE - FOR THE JOURNEYMAN & MASTER EXAM**

12 sessions

Cost: \$150 (does not include book)

Tues. & Thurs.

6-8:00 p.m.

Alabama has a growing need for Journeyman Plumbers. The ICC Plumbing Code course is 24 hours of classroom instruction, taught by an experienced master plumber, to prepare you for the Journeyman or Master Plumber exam. The course covers the information in the "2003 Plumbing Code" book, including how to use tables and how to properly install a plumbing system per code. For more information, contact Training for Existing Business and Industry, 205.391.2434.

## **SHELTON STATE'S NEW COMPUTER CERTIFICATE PROGRAM PREPARES WORKERS FOR JOBS REQUIRING BASIC COMPUTER SKILLS**

### **OFFICE SYSTEMS TECHNOLOGY**

TBI 212-50	19 weeks	20 CEU
T/W/TH	6-9:35 p.m.	April 6-Aug. 12
Fredd 118	Cost: \$1680	

Instructor: Dave Cooper      Maximum 25 students

This course is intended to provide an in-depth introduction to Office 2007. Some knowledge of Windows XP is assumed (keyboarding or typing), and no mathematics beyond the high school freshman level is required. The objectives of this course are to:

- ▶ teach the fundamentals of Microsoft Office 2007 which includes Word, Excel, Access, PowerPoint, Outlook, and QuickBooks;
- ▶ expose students to practical examples of the computer as a useful tool by using an exercise-oriented approach that allows learning by doing; and
- ▶ acquaint students with the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use.

Text: "Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition"

For more information, contact Continuing Education at 205.391.2386. **WIA APPROVED**

## **INTRODUCTION TO ArcGIS**

Monday

7-9:00 p.m.

January 25-March 29, 2010

Martin 1353

The geospatial job sector goes above Google Earth and GPS navigation systems into a high growth, high demand skill set applicable to any industry imaginable. Whether interested in business, education, defense, engineering, government, safety, natural resources, utilities or beyond, study the basic design of a Geographic Information System and learn to collect, analyze, and display geospatial data. Enroll in Introduction to ArcGIS and gain classroom-to-career skills that public and private businesses use to conserve resources, increase productivity, manage assets, and analyze data for decision making. No prior GIS experience is necessary but knowledge of Microsoft Windows is required. To register, contact Training for Existing Business and Industry, 205.391.2434.

## **WELDING CERTIFICATION & TESTING**

Shelton State Community College offers various courses and a certificate for welders. Testing is conducted each Friday morning between the hours of 7-10 a.m. For more information or to set up a certification test, please contact Training for Existing Business & Industry, 205.391.2434.

## **WORKKEYS® FOR PARAPROFESSIONALS**

Wed.

9:00a.m.-noon

Cost: \$50

Jan. 6, Feb. 3, Mar. 3, Apr. 3, May 5, June 2, July 7, Aug. 4, Sept. 1, Oct. 6, Nov. 3., Dec. 1

Must register by noon Tuesday. Testing will be held in Room 1353 on the Martin Campus. To register, contact Training for Existing Business and Industry, 205.391.2434.

## **WORKKEYS® FOR THE CAREER READINESS CERTIFICATE**

Wed.

9:00 a.m.-noon

Jan. 6, Feb. 3, Mar. 3, Apr. 3, May 5, June 2, July 7, Aug. 4, Sept. 1, Oct. 6, Nov. 3., Dec. 1

Must register by noon the Tuesday before the test. Testing will be held in Room 1353 on the Martin Campus. Alabama's Career Readiness Certificate serves as a common language between employers, job seekers, and educators. It is a portable skills credential assuring employers that a job applicant has the basic skills they seek. The Career Readiness Certificate (CRC) is an assessment-based credential based on ACT's WorkKeys® that gives employers and career seekers a uniform measure of key workplace skills. For more information, please visit [careerreadyalabama.com](http://careerreadyalabama.com). To register for the CRC WorkKeys assessment, call 205.391.2434.

## **WORKKEYS® FOR GRADUATING TECHNICAL STUDENTS**

April 20, 7-9:00 p.m., Martin 1353

April 21, 9:00 a.m.-noon, Martin 1353

April 22, 9:00 a.m.-noon or 7-9:00 p.m., Martin 1353

Registration must be submitted by noon prior to the test date. See instructor or contact Margie Falls, 205.391.2434 for registration form.

*Although the publisher of the schedule has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors occasioned by honest mistakes. All information in this schedule is subject to change by Shelton State without prior notice.*



# FOUR NEW PROGRAMS!



## PHARMACY TECHNICIAN PROGRAM

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings - working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement.

**WIA APPROVED.** To register call 205.391.2434.

Course Contact Hours: 50 hrs.

Fee: \$999 (Textbooks included)

Tuesdays and Thursdays March 9-April 27 6-9:30 p.m.  
Martin 2414

## PHLEBOTOMY TECHNICIAN PROGRAM

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Note: There is no outside externship rotation included with this program.

**WIA APPROVED.** To register call 205.391.2434.

Course Contact Hours: 90 hrs.

Fee: \$1,599 (Textbooks included)

Tuesdays and Thursdays March 2-June 1 6-9:30 p.m.  
Martin 2409

## MEDICAL BILLING AND CODING PROGRAM

This combined 70-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines), and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

**WIA APPROVED.** To register call 205.391.2434.

Course Contact Hours: 70 hrs.

Fee: \$1,499 (Textbooks included)

Mondays and Wednesdays March 8-May 17 6-9:30 p.m.  
Martin 2409



## DENTAL ASSISTING PROGRAM

The 60-hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions - dental assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as and assistant in the dental practice. This course covers the following key areas and topics. Administrative aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical aspects include: introduction to oral anatomy; dental operator; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal dental hygienist program. There is no state or national certification objective with this course.

**WIA APPROVED.** To register call 205.391.2434.

Course Contact Hours: 60 hrs.

Fee: \$1,199 (Textbooks included)

Mondays and Wednesdays March 8-May 3 6-9:30 p.m.  
Martin 2414

## SPANISH IN THE WORKPLACE

The "Spanish in the Workplace" series is designed to help remove language barriers in the workplace. From bankers, builders, emergency techs to nurses, police officers, and teachers, customized and job specific Spanish training is available. Each course promotes natural language acquisition through the use of non-traditional training techniques including music, role-playing, games, and other group activities. No prior knowledge of Spanish is required. For details on how to design and schedule Spanish training for your workplace, contact the Training for Existing Business & Industry Center at 205.391.2434.

## CONTINUING EDUCATION

### TRUCK DRIVER TRAINING

TBI 225-01 Jan. 11-March 5  
TBI 225-02 March 9-May 7  
Mon.-Fri. 7:30 a.m.-3:30 p.m. Cost: \$1,500  
Instructors: Mike Warren & Mike Tusic Max. 8 students  
Class will not be held on Jan. 18 and March 15-19

This is an eight-week, non-credit program offered through Continuing Education. Upon successful completion of the program's course and passing the DOT written examination, the student will receive an operator's license and a certificate of completion from Shelton State Community College. For more information on this program or to register for a class, contact Continuing Education, 205.391.2386. **WIA and VA approved.**

### SPECIAL EVENTS PLANNING 101

**NEW**

TBI 105-50 12 sessions 2.4 CEU  
Tues. 6-8:00 p.m. Feb. 2-April 27  
Cost: \$200

Instructor: Carol Woodruff Maximum 15 students  
Looking for a great new career coordinating special events? This course is designed to provide an overview of the event planning process and insight to the event planning industry. You will learn how special events play an important part of an organization's promotion package, and you will develop the skills, tools, resources, and techniques necessary to create a successful event. Learn proven techniques from a master event planner. Text: "The Complete Guide to Successful Event Planning" by Shannon Kilkenny. Class will not be held on March 16. For more information, contact Continuing Education 250.391.2386.

### KEYBOARDING

TBI 210 - 50 6 sessions 1.8 CEU  
Thurs. 6-9:15 p.m. Feb. 4-March 11  
Martin 2261 Cost: \$140  
Instructor: Tracey Woolbright Maximum 15 students  
Alphabetic keys, numbers, and common symbols will be covered in exercises to teach the entire keyboard with speed and accuracy recorded. Please bring one 3.5 inch high-density disk and a pencil. For more information, contact Continuing Education, 205.391.2386.

### INTRO TO COMPUTERS & WINDOWS

TBI 211-50 7 sessions 2.1 CEU  
Wed. 6-9:15 p.m. Feb. 3-March 24  
Martin 1353 Cost: \$140  
Instructor: TBA Maximum 15 students  
PREREQUISITES: Keyboarding. Topics included in this very basic course are the computer components and their usage; an overview of computer software and uses; the basics of Windows



communication; launching an application program; exploring the Windows desktop; disk organization and menus; getting online help; managing files and folders; and windows explorer. Text: "Microsoft Windows XP Introductory Concepts & Techniques, Service Pack" by Shelly, Cashman & Forsythe. Please bring one 3.5 inch high density disk. Class will not be held on March 17. For more information, contact Continuing Education, 205.391.2386.

### INTRO TO MICROSOFT EXCEL 2007

TBI 203-50 6 sessions 1.8 CEU  
Tues. 6-9:15 p.m. Feb. 2-Mar. 9  
Martin 1353 Cost: \$140  
Instructor: TBA Maximum 15 students

PREREQUISITES: Basic computer and Windows.  
Learn about Excel's menu selection, cursor movement, data types, cell addressing, and help options to build a simple spreadsheet. Edit data, formulas, functions, formatting, web queries, the use of the handy AutoFormat feature to format your data and linking a worksheet to a word document will also be included. Text: "Microsoft Office Excel 2007, Comprehensive Techniques, CourseCard Edition" by Shelly, Cashman, & Quasney. Please bring one 3.5 inch high density disk.

### INTRO TO MICROSOFT OFFICE WORD 2007

TBI 202-50 6 sessions 1.8 CEU  
Wed. 6-9:15 p.m. Date: TBA  
Martin 1353 Cost: \$140  
Instructor: TBA Maximum 15 students

PREREQUISITES: Keyboarding and Windows.  
Topics in this course include opening, closing, creating, saving, previewing, and printing documents; bullets and numbering; fonts, character, and paragraph settings; move/copy; search/replace; spell; thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers and footers; page numbering; document views; selecting text; scroll bars; pagination; shortcut keys, and more. Text: "Microsoft Office Word 2007: Illustrated Complete, CourseCard Edition" by Jennifer Duffy and



Carol M. Cram. Please bring one 3.5 inch high density disk. For more information, contact Continuing Education at 205.391.2386.

## INTRO TO QUICKBOOKS PRO 2009

TBI 200 - 51      6 sessions      1.2 CEU  
Tues.              6-8:00 p.m.      Mar. 23-April 27  
Martin 1353              Cost: \$140  
Instructor: Notoisha Banks      Maximum 15 students

PREREQUISITES: Basic computer and Windows.

This course offers a checkbook format for computerized accounting. Included in the training will be instruction regarding establishing accounts; creating company lists for employees, jobs, and vendors; customizing fields; establishing product inventory records, ordering, receiving, and paying for inventory; tracking and paying sales tax; doing payroll with QuickBooks; time tracking and job costing. Text: "QuickBooks 2009 Student Guide" by A.L. Craig.

## INTRO TO WEB PAGE DESIGN

TBI 201-50      6 sessions      1.8 CEU  
Tues.              6-9:15 p.m.      Dates: TBA  
Martin 1353              Cost: \$140  
Instructor: TBA              Maximum 15 students

PREREQUISITES: Windows, Word, Internet.

This is a hands on course teaching the creation, production, and linking of WWW pages; designing and writing HTML documents (Hypertext Markup Language); and adding images, sounds, and videos to Web presentations. Please bring a box of 3.5 inch high density disks. For more information, contact Continuing Education, 205.391.2386.

## INTRO TO MICROSOFT ACCESS

TBI 204-50      6 sessions      1.8 CEU  
Tues.              6-9:15 p.m.      Dates: TBA  
Martin 1353              Cost: \$140  
Instructor: TBA              Maximum 15 students

PREREQUISITES: Basic computer and Windows.

Create, edit, and modify tables; set field properties and manipulate records as part of the course. Learn to set queries both from the design view and query wizard, set criteria to view subsets of data, design forms to ease data entry, and produce polished reports from existing data. Enhance forms and reports for a professional appearance. Text: "Microsoft Office Access 2007: Complete Concepts and Techniques CourseCard Edition" by Shelly, Cashman, & Pratt. Please bring a 3.5 inch high density disk. For more information, contact Continuing Education, 205.391.2386.

## ONE DAY COMPUTER WORKSHOPS

TBI 203-01	MS Excel Level I	Cost: \$90
TBI 203-02	MS Excel Level II	Cost: \$90
TBI 201-01	PowerPoint Level I	Cost: \$90
TBI 201-02	PowerPoint Level II	Cost: \$90
TBI 204-01	MS Access Level I	Cost: \$90
TBI 204-02	MS Access Level II	Cost: \$90
TBI 205-01	MS Office Conversion 2003 to 2007	Cost: \$75
TBI 206-01	MS Word and OneNote	Cost: \$90
Thurs.	9:00 a.m.-4:00 p.m.	.6 CEU
Martin 1353	Maximum 15 students	

For more information, contact Continuing Education, 205.391.2386.

## WEB DESIGN CERTIFICATION

For more information, contact Continuing Education at 205.391.2386.

## WRITING FOR THE MASS MEDIA

TBI 381  
Date and Time: TBA              Cost: \$200  
Instructor: TBA              Maximum 15 students  
PREREQUISITES: None.

Introduction to the technique, form, style, and content of writing for the mass media, with attention to the various formats used in journalism, telecommunications, advertising, public relations, and internet communications. Text: TBA. For more information, contact Continuing Education, 205.391.2386.

## IMAGING

TBI 375  
Date and Time: TBA              Cost: \$200  
Instructor: TBA              Maximum 15 students  
PREREQUISITES: Basic knowledge of PCs and Windows.  
Introduction to Illustrator and Photoshop software. Emphasis is placed on using the tools in both software programs and advancing to practical advertising and page layouts using stock photos, images, and basic design principles. Text: TBA. For more information, contact Continuing Education, 205.391.2386.

## DATABASE MANAGEMENT SOFTWARE APPLICATION

TBI 376  
Date and Time: TBA              Cost: \$200  
Instructor: TBA              Maximum 15 students  
PREREQUISITES: Basic knowledge of PCs and Windows.  
This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. NOTE: There is an approved standardized plan-of-instruction for this course. Cost of textbook is not included in tuition. For more information, contact Continuing Education, 205.391.2386.

## MULTIMEDIA FOR THE WORLD WIDE WEB

TBI 377  
Date and Time: TBA              Cost: \$200  
Instructor: TBA              Max. 15 students  
PREREQUISITES: Basic knowledge of PCs and Windows.  
This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a Web page utilizing multimedia. Cost of textbook is not included in tuition. For more information, contact Continuing Education, 205.391.2386.

## INTRO TO THE INFORMATION HIGHWAY

TBI 378  
Date and Time: TBA              Cost: \$200  
Instructor: TBA              Maximum 15 students  
PREREQUISITES: Basic knowledge of PCs and Windows.  
This course introduces the student to the basic principles of the information highway. Students will be exposed to different network



information tools such as electronic mail, network news, gophers, the World Wide Web, browsers, commercial information services, and the use of appropriate editors or software to introduce construction of Web environments. Cost of textbook is not included in tuition. For more information, contact Continuing Education, 205.391.2386.

## **INTERMEDIATE WEB DEVELOPMENT**

TBI 379

Date and Time: TBA

Cost: \$200

Instructor: TBA

Maximum 15 students

PREREQUISITES: Basic knowledge of PCs and Windows.

This course builds upon basic skills in web authoring. Various Web authoring tools are introduced. Upon completion students will be able to use these tools to enhance Web sites. Cost of textbook is not included in tuition. For more information, contact Continuing Education, 205.391.2386.

## **ADVANCED WEB DEVELOPMENT**

TBI 380

Date and Time: TBA

Cost: \$200

Instructor: TBA

Maximum 15 students

PREREQUISITES: Basic knowledge of PCs and Windows.

This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification. For more information, contact Continuing Education, 205.391.2386.

## **INTRO NETWORKING COMMUNICATIONS**

TBI 383

Date and Time: TBA

Cost: \$200

Instructor: TBA

Maximum 15 students

PREREQUISITES: Basic knowledge of PCs and Windows.

This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students will gain hands-on experience in basic networking. This course further helps prepare students for certification. NOTE: There is an approved standardized plan-of-instruction for this course. Cost of the textbook is not included in tuition. For more information, contact Continuing Education, 205.391.2386.

## **DIRECTED STUDIES IN COMPUTER SCIENCE**

TBI 384

Date and Time: TBA

Cost: \$200

Instructor: TBA

Maximum 15 students

PREREQUISITES: Basic knowledge of PCs and Windows.

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor. Cost of textbook is not included in tuition. For more information, contact Continuing Education, 205.391.2386.

## **E-COMMERCE**

TBI 382

Date and Time: TBA

Cost: \$200

Instructor: TBA

Maximum 15 students

PREREQUISITES: Basic knowledge of PCs and Windows.

This course is an introduction into e-commerce. Topics include marketing, building an e-commerce store, security, and electronic payment systems. Upon completion students will be able to build an e-commerce presence. Cost of textbook is not included in tuition. For more information, contact Continuing Education, 205.391.2386.

## **PROFESSIONAL DEVELOPMENT**

### **REAL ESTATE**

#### **REAL ESTATE PRINCIPLES**

TBI 104-50

20 sessions

6 CEU

Mon.

6-9:45 p.m.

Jan. 11-May 10

Martin 2154

Cost: \$360

Instructor: Skip Brooks

This is an introductory real estate course that will prepare participants to take the Alabama Real Estate test to become a licensed realtor. The course will provide the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. Text: "Modern Real Estate Practice, Edition 17" by Galaty, Allway & Kyle and "The State of Alabama, Real Estate Commission License Law, Revised 2009." Class will not be held Jan. 18 and Mar. 15.

### **REAL ESTATE CEs**

#### **RISK MANAGEMENT**

TBI 131-50

3 contact hours

.3 CEU

Thursday

Time: 6-9:15 p.m.

Date: Feb. 4, Mar. 4, or Apr. 8

Room: 2154

Cost: \$40

Instructor: Skip Brooks

Textbook: "Risk Management: That Delicate Balance" by Jim Lawrence is required and not included in tuition price.

#### **LICENSE LAW**

TBI 128-50

3 contact hours

.3 CEU

Thursday

Time: 6-9:00 p.m.

Date: Feb. 18, Mar. 11, or Apr. 22

Room: 2154

Cost: \$40

Instructor: Skip Brooks

#### **CONTRACTS**

TBI 132-50

3 contact hours

.3 CEU

Thursday

Time: 6-9:15 p.m.

Date: Feb. 28, Mar. 25, or Apr. 29

Room: 2154

Cost: \$40

Instructor: Skip Brooks

# Online Career Training Programs

Online Learning Anytime, Anywhere...Just a click away!

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

## Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

## Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

## Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the CCA national certification exam.

## Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

## Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

## Freight Broker/Agent Training

Learn the skills to be a successful Freight - Load Broker Agent. Tutorials and projects will teach the you the practical application of Freight Broker skills.

## AutoCAD 2009

Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

## Veterinary Assistant

Prepare for an exciting new career as an administrative veterinary assistant. Students in the program learn about the care of animals as well as how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. And much more!

## Paralegal

This program will prepare you to be successful in the fast growing paralegal career field. The paralegal training program includes free access to the official NALA Campus certification exam prep and Westlaw.

## Project Management

This program will provide you with a solid introduction to the understanding of project management and help you comply with the minimum 35 hours of training as required by the Project Management Institute (PMI) before you take the Project Management Professional (PM) exam.

## Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development



Visit our site to learn more!

[www.sheltonstate.edu](http://www.sheltonstate.edu)

## FAIR HOUSING

TBI 130-50      3 contact hours      .3 CEU  
Time: TBA      Date: TBA  
Room: 2154      Cost: \$40  
Instructor: TBA

## ETHICS

TBI 133-50      3 contact hours      .3 CEU  
Time: TBA      Date: TBA  
Room: 2154      Cost: \$40  
Instructor: TBA

## NURSING

*Approved by Shelton State Community College ABNP0101,  
Expiration date 04/01/2013.*

## SPANISH FOR HEALTH CARE PROFESSIONALS

TBI 149-50      8 sessions      1.2 CEU  
Date: TBA      6:30-8:00 p.m.  
Room: TBA      Cost: \$140  
Instructor: TBA

This program will enable nurses and other hospital staff to communicate in a simple, effective manner with Hispanic patients and their families.

## ALABAMA DEPARTMENT OF PUBLIC HEALTH Web casts

Contact 205.391.2386 for up-to-date listings of the Alabama

Department of Public Health Satellites Conferences. Contact hours depend on length of webcast.

## HEALTH ASSESSMENTS K - 12

TBI 135-01      Date, Time & Location TBA  
6 contact hours

## DEFENDING THE ADOLESCENT BRAIN

TBI 140-01      Date, Time & Location TBA  
1.5 contact hours

## DEPRESSION IN THE ELDERLY

TBI 146-01      Date, Time & Location TBA  
2 contact hours

## ALABAMA COUNCIL OF PRACTICAL NURSE EDUCATORS

TBI 139-01      Date, Time & Location TBA  
1 contact hour

## AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT

TBI 142-01      Date, Time & Location TBA  
4 contact hours

## CHILDHOOD OBESITY

TBI 145-01      Date, Time & Location TBA  
2 contact hours

## GROWTH & DEVELOPMENT

TBI 141-01      Date, Time & Location TBA  
1.5 contact hours

## DISASTER: MENTAL HEALTH REALITIES & CHALLENGES

TBI 137-01      Date, Time & Location TBA  
2 contact hours



# HORTICULTURE & PEST MANAGEMENT

## TURFGRASS MANAGEMENT

TBI 117-50 TBA

TBI 115-50 TBA

For more information, contact Continuing Education, 205.391.2386.

## FORESTRY

TBI 121-01 TBA

For more information, contact Continuing Education, 205.391.2386.

# HEATING & AIR CONDITIONING

TBI 151-50 thru TBI 155-50 Date, Time & Location TBA

Introduction to Microsoft Excel

Heat Pump Training

Gas Furnace Training

Load Program Manual J

Customer Relations, How to Run a Business, and Management Classes

For more information on classes for CE programs for Heating and Air Conditioning, please contact Continuing Education at 205.391.2386.

# CERTIFIED PUBLIC ACCOUNTANTS

TBI 161-50 thru TBI 167-50 Date, Time & Location TBA

Quickbooks 2007 for CPAs

Introduction to Microsoft Excel

Intermediate Microsoft Excel

Advanced Excel

Estate Planning Update Course

Service Marketing

Enhancing Employee Performance

For more information on classes for CE programs for CPAs, please contact Continuing Education at 205.391.2386.



## READY TO WORK

Alabama's Ready to Work Training Program is offered at 39 locations and provides a career pathway for adults with limited education and employment experience. Ready to Work's workplace environment provides trainees the entry level skills required for employment with most businesses and industries in Alabama. The training curriculum is set to standards cited by business and industry employers throughout the state and the skills cited in the U.S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS) Reports.

Ready to Work is operated through Alabama's Adult Education Program in cooperation with the AIDT. Clients admitted to the program must be at least 16 years of age, possess a high school diploma or GED equivalency, and score the appropriate levels on the Test for Adult Basic Education (TABE). Essential requirements for successful completion include the following:

- attendance and punctuality rate of 95 percent;
- instructor certification of satisfactory achievement of work ethic, organizational skills, and appropriate attitude and motivation;
- instructor certification of satisfactory achievement of problem solving skills, workplace behaviors, computer skills, and job acquisition skills;
- instructor certification of satisfactory achievement of manufacturing skills;
- attainment of a minimum WorkKeys Assessment Level 3 on Applied Mathematics, Reading for Information, and Locating Information;
- performance at the tenth grade level or above upon completion as verified by TABE; and,
- a score of at least 70 percent on the written Alabama Certified Worker Examination. Successful completion results in the award of an Alabama Certified Worker Certificate and a state career readiness credential.

For more information contact 205.391.2482.

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3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

## Shelton State Community College

### Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

### A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

### Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

### Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

### Intermediate Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

### Real Estate Investing

Build and protect your wealth by investing in real estate.

### Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

### Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

### Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

### Introduction to Dreamweaver

Harness the broad range of capabilities Dreamweaver brings to Web development.

### Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

### Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

### Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

### Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

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All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

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## REQUIREMENTS FOR REGISTRATION

High school diploma or the equivalent is not required for participation in Continuing Education courses.

## REGISTRATION OPTIONS

- 1) **By Fax:** Fax a completed registration form with a VISA, MasterCard, Discover, American Express, or purchase order number with billing information to 205.391.5868.
- 2) **By Phone:** Call 205.391.2386.
- 3) **By Mail:** Send the completed registration form with a check or money order to Shelton State Community College, Box 270, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- 4) **In Person:** Bring the completed registration form to the office of Training for Existing Business and Industry & Continuing Education, Room 1363. Office hours are Monday-Thursday, 7:30 a.m.-6:00 p.m., and Friday, 8:00 a.m.-noon. Payment should be made through the Cashier's Office. For more information visit the Shelton State Community College Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu). Go to TEBI/CE Schedule from the main menu.

**CONFIRMATION:** A written confirmation will be mailed prior to the first class meeting unless time does not allow. Information will include the date, time, location of the course, and a map.

## CANCELLATIONS AND REFUNDS:

### Non-Credit Refund Policy

To withdraw from a class a student must contact Training for Existing Business and Industry/Continuing Education at 205.391.2386. In order to receive a 100 percent refund, students must withdraw before the first day of class. A 100 percent refund will be given to those students who withdraw before the deadline minus a 5 percent administrative processing fee. Failure to attend the program does not constitute cancellation. All registrations will be refunded in full for class cancellations due to insufficient enrollment.

**DATES OF SCHOOL CLOSING:** Shelton State Community College will not be open for classes on January 18 and March 15-19. Classes will be held January 11 through May 12.

**CONTINUING EDUCATION UNITS:** Continuing Education Units (CEUs) are a nationally recognized method for denoting non-credit Continuing Education participation and are available for many of the courses. One CEU is granted for each 10 contact hours of class participation. To qualify for the CEU, an individual must attend at least 90 percent of the course and display an understanding of the course content.

## SHELTON STATE COMMUNITY COLLEGE REGISTRATION FORM For all TEBI & CEU courses

Name (Please print)

☐ Male ☐ Female

Address

City County State Zip

E-mail Address

Phone (Home) Phone (Work)

Social Security #

Employer

Course(s) # Course Title Fee

1.

2.

3.

4.

5.

TOTAL COURSE FEES: \$

## PAYMENT INFORMATION

Payment may be made by check, cash, or credit card through the Cashier's Office on the Martin Campus. For your convenience, credit card payments may be made by phone by calling the Cashier's Office at 205.391.5831. Checks or money orders should be made payable to SSCC.

Return this form to

**Shelton State Community College**  
**TEBI/Continuing Education, Box 270**  
**9500 Old Greensboro Road**  
**Tuscaloosa, AL 35405**

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*Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.*

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